Open a new tab

1. To open a new tab, click on the the tab to the right of your existing tab.

2. This can also be accessed from the Chrome Menu ☰ .
   - Keyboard Shortcuts: Ctrl+T (Windows® and Linux®); ⌘-T (Mac®)

In addition to moving through your browser windows using tabs, you can also split your desktop screen into two browser windows for simultaneous views of two different websites. Research in one window; take notes in another. If you feel more comfortable reading one screen at a time, just click through the tabs or drag them in the order you need them. Using tabs allows you and your students the flexibility to work the way you want to and need to.
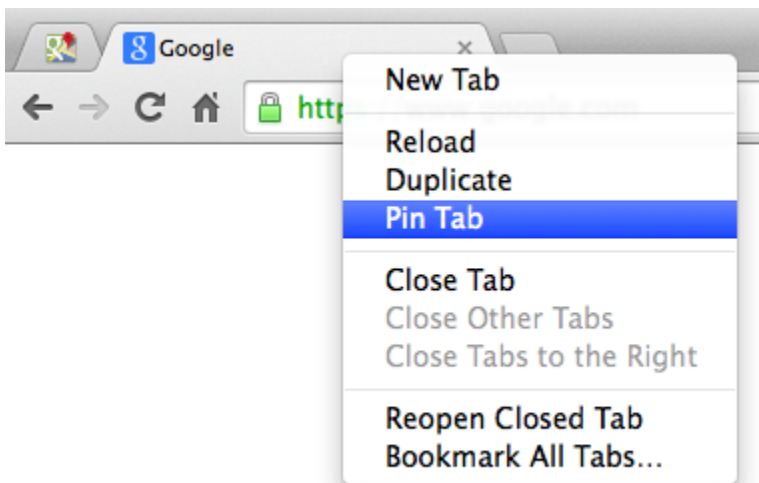
Arrange tabs

1. At any time, a user can click and drag any tab to reorder the tab arrangement in Google Chrome; a user can also drag and drop a tab off of the existing Google Chrome window to create a new window from the existing tab.
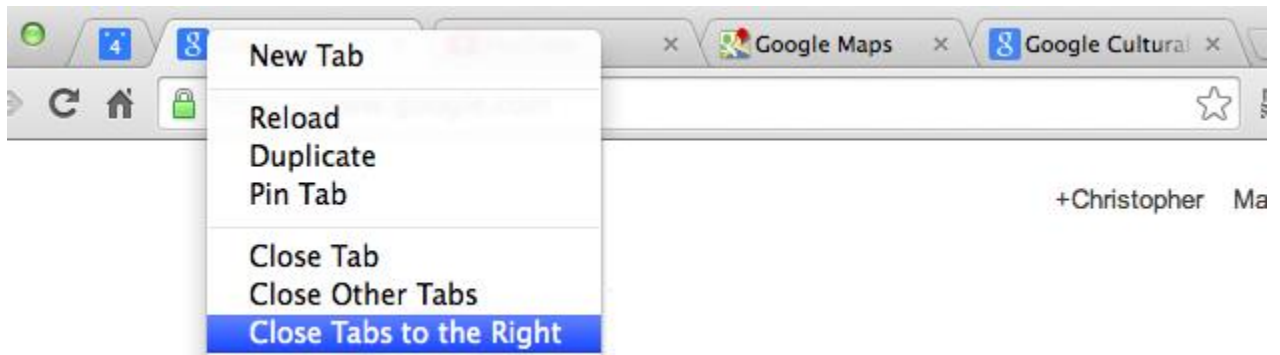
Pin a tab
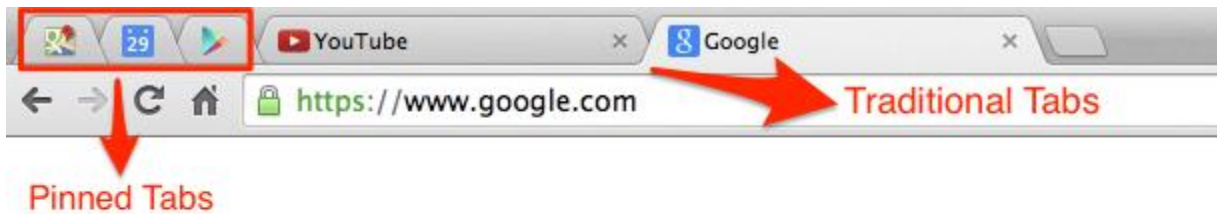
1. To pin a tab, right-click on the tab and select **Pin Tab**.

Close tabs to the right

1. Right-click on the tab and select **Close Tabs to the Right**.

2. This will now close all tabs to the right of your selected tab.

Recent tabs

1. The Google Chrome menu option that allows users to review and return to any recently visited tabs is called Recent tabs. This is particularly useful when helping students manage workflow, as it gives students their browsing history even when signing in to Chrome on other devices.